

City of Boston
Mayor's Office for Immigrant Advancement (MOIA) Internship (Remote)

About The Mayor's Office for Immigrant Advancement

The Boston Mayor's Office for Immigrant Advancement (MOIA) was created in 1998 as the Mayor's Office of New Bostonians. Our mission is to strengthen the ability of immigrants and Boston's diverse cultural and linguistic communities to fully participate in the economic, civic, social, and cultural life of our great City. MOIA also works to promote the recognition and public understanding of immigrant contributions to Boston.

Internship position available (1)

Immigrant Economic Integration Intern-

We are seeking for a self-driven and perceptive individual who wants to make a positive impact on Boston's diverse immigrant community for the calendar year of 2022. The Immigrant Economic Integration Intern will work with MOIA's Economic Integration Specialist on various projects to assist with the research and development of high impact initiatives. This position will allow you to learn about Boston's immigrant population and support policies and programming for economic health. This is a great opportunity for anyone who is passionate about equity and wants to learn about COVID-19 economic recovery work.

Responsibilities May Include:

- Research local, national and international strategic initiatives that advance immigrant economic integration.
- Support policy and program processes that address all aspects of financial and economic health
- Assist with the coordination of MOIA pilot program meetings
- Monitor policies and news that affect immigrant populations integration
- Assist with the development of culturally relevant programming and educational materials for immigrant entrepreneurs and immigrant owned businesses
- Support economic recovery processes for those impacted by COVID-19 and the subsequent economic downturn by assisting with background research
- Assist with the coordination of special projects as needed

Skills:

- Strong oral and written communications skills. A writing sample will be required
- Highly organized and self-motivated with demonstrated ability to prioritize multiple projects
- High undergraduate or graduate knowledge of either policy, economics or immigrant integration work
- Experience in research. Past experience with legislative research is a plus

- Ability to synthesize and analyze data and information to tell a compelling stories
- Knowledge of the diverse communities across Boston
- Strong attention to detail
- Computer literacy and proficiency with Google Suite
- Bilingual in English and another language is a plus

The Immigrant Integration Initiatives intern will report directly to the Economic Integration Specialist and will work closely with the Immigrant Integration Initiatives Manager.

Schedule and Compensation:

- Commitment from March 2022 or earlier, through December 2022
- Flexible start/end dates – can accommodate an academic or work schedule
- A minimum commitment of 15 hours per week is required. No more than 20h a week.
- This is an unpaid position (internship for college credit, reference and portfolio growth)
- A monthly stipend of \$90 is provided
- This position will be remote with the opportunity to work in person for scheduled occasions when advantageous and COVID-19 protocols permitting.

Bilingual/Bicultural individuals are strongly encouraged to apply.

To Apply:

Please email a resume ,cover letter and writing sample to:

Natalia Espinosa Tokuhama
natalia.espinosa@boston.gov